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Calendar of conferences and meetings: improved utilization of conference-servicing resources: meeting statistics of United Nations organs

Report of the Secretary-General

1. Annex I to the present document contains statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in New York, Geneva, Vienna and Nairobi in 2000, compiled in accordance with the experimental methodology adopted as final by the Committee on Conferences at its 348th meeting, on 18 May 1993. The data include compliance and availability indices for assessing compliance with the deadlines for the submission of pre-session documentation and availability of such documentation for bodies based in New York, Geneva, Vienna and Nairobi.

2. In compliance with the request of the Committee at its substantive session in 1999, utilization factors for a three-year period are provided and organs are listed in the order of their utilization factors for 2000.

3. Annex II contains an analysis of the statistics, including the overall utilization factor, and a breakdown in terms of percentages of the meeting ratio and planning accuracy factor of the bodies in the sample.

4. In general, the bodies in the sample meet on a regular basis and it may be assumed that their performance is a reflection of United Nations bodies as a whole. Clearly, however, such indicators as the utilization factor can depend on particulars that do not apply to all United Nations bodies.

5. In accordance with decisions of the Committee on Conferences, the time utilized for informal meetings or consultations held before the start or after the adjournment of officially scheduled meetings is not included as time lost owing to late starting or early ending of meetings.

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6. An explanation of column headings that appear in the annexes follows:

A Number of meetings planned by a given organ at a scheduled session;

B Number of additional meetings held during the session;

C Number of meetings cancelled during the session;

D Number of meetings actually held;

E Number of unrelated reassignments;

F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e.g., 5.25 = 5 hours and 25 minutes);

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held;

CI Compliance index, calculated as the percentage of pre-session documentation issued in accordance with the six-week rule;

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis.

Annex I

A. New York

	A	B	C	D	E	F	MR	PAE	UF MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
United Nations Commission on International Trade Law (UNCITRAL) Working Group on Electronic Commerce, thirty-sixth session, 14-25 February 2000 (New York)	20	0	1	17	2	3.30/0.00	85	95	99	210	50	0	0	0	50	0	0
8-19 February 1999 (Vienna)	18	0	1	17	0	3.05/0.25	94	94	88	210	92	8	0	0	0	0	0
19-30 January 1998 (Vienna)	18	0	0	18	0	2.55/0.40	100	100	93	215	0	0	8	0	0	25	67
Statistical Commission, thirty-first session 29 February-3 March 2000	8	0	2	6	2	0.10/0.35	75	75	97	45	0	10	25	35	25	0	5
thirtieth session, 1-5 March 1999	10	0	2	8	1	1.10/1.25	80	80	81	155	20	14	6	40	14	3	3
twenty-ninth session, 11-14 February 1997	8	0	1	7	0	1.00/1.40	88	88	76	160	18	0	18	21	18	4	21
UNCITRAL, thirty-third session 12 June-7 July 2000 (New York)	38	0	1	37	0	6.00/0	97	97	92	360	80	20	0	0	0	0	0
thirty-second session 17 May-4 June (Vienna)	26	0	1	25	0	3.55/1.40	96	96	89	335	26	8	6	6	21	7	17
thirty-first session 1-12 June 1998 (New York)	20	1	1	19	0	4.05/0.05	95	95	98	250	35	16	5	10	9	16	2
United Nations Development Programme (UNDP)/United Nations Fund for Population Activities (UNFPA) - Executive Board, third regular session, 25-29 September 2000	10	0	0	10	0	2.20/0.55	100	100	89	195	4.2	2.1	0	4.2	15	15	58
third regular session, 13-17 September 1999	10	1	1	10	0	3.45/2.15	100	80	73	360	11	3	0	6	6	14	54
third regular session, 14-22 September 1998	10	1	0	11	0	3.20/7.25	110	90	67	645	7	0	4	11	19	15	41

	A	B	C	D	E	F	MR	PAF	UF MINUTES	CI	AI issued by end of week 6	5	4	3	2	1
Committee for Programme and Coordination, fortieth session, (first part) 5-30 June 2000	41	22	5	58	1	10.40/2.30	141	34	87	790	0	17	0	17	50	0	0
fortieth session, (second part) 21-29 August 2000	20	0	8	12	0	3.20/4.15	60	60	47	455	0	0	0	100	0	0	0
thirty-ninth session, 7 June-2 July 1999	45	19	2	62	1	16.55/.20	138	53	89	1035	33	17	9	0	17	9	17
thirty-eighth session, 9 June-3 July 1998	40	9	11	38	0	10.50/0.15	120	50	70	665	50	7	14	7	7	0	0
Special Committee on Peacekeeping Operations and its Working Group	41	0	9	32	8	7.05/5.40	78	78	87	765	100	0	0	0	0	0	0
11 February-10 March 2000																	
23 March-23 April 1999	42	0	7	35	5	10.00/13.55	83	83	76	1435	0	0	0	100	0	0	0
30 March-24 April 1998	36	1	6	31	4	7.50/12.45	86	81	76	1235	0	0	0	0	0	0	100
General Assembly, fifty-fifth session, plenary, 2000	158	15	65	106	42	1.20/22.05	67	49	87	1405	NA						
fifty-fourth session, plenary 1999	125	17	38	104	25	19.40/11.35	83	56	84	1875	NA						
fifty-third session, plenary 1998	139	3	36	106	21	19.10/26.25	76	72	79	2735	NA						
General Assembly, Fifth Committee, resumed fifty-fourth session, 8 May-2 June 2000	42	3	0	45		10.10/8.10	107	93	86	1100	51	3.3	3.3	7.7	5.5	13	13
resumed fifty-third session, 8-26 March 1999	40	8	2	46	0	7.15/0.10	115	75	91	445	77	0	0	0	3	15	3
resumed fifty-third session, 10-28 May 1999	39	2	1	40	0	9.10/9.40	103	92	82	1130	67	0	3	8	7	1	8
resumed fifty-second session, 17-21 August 1998	5	1	1	5	1	4.15/0.00	100	60	76	255	83	0	0	9	0	0	8
resumed fifty-second session, 11-29 May 1998	28	7	1	34	0	8.30/2.15	121	71	87	645	52	3	3	4	9	8	5
International Civil Service Commission, fifty-second session, 17 July-4 August 2000	30	0	5	25	3	6.30/0.30	83	83	86	420	0	0	0	0	67	0	33
fiftieth session, 19-30 July 1999	20	0	4	16	0	3.45/1.15	80	80	72	300	0	0	0	0	25	25	25

	A	B	C	D	E	F	MR	PAP	UP	MINUTES	CR	AI Issued by end of week 6	5	4	3	2	1
forty-eighth session, 27 July-7 August 1998	19	0	2	17	0	3.45/0.50	89	89	81	275	0	0	0	10	0	10	40
Human Rights Committee, sixty-eighth session, 13-31 March 2000	28	0	1	27	0	6.45/1.40	96	96	86	505	0	0	0	25	50	0	25
sixty-fifth session, 22 March-9 April 1999	26	0	1	25	0	4.55/0.05	96	96	90	300	50	17	0	0	0	33	0
sixty-second session, 23 March-9 April 1998	26	0	0	26	0	8.00/2.10	100	100	87	610	NA						
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 10-20 April 2000	16	0	2	14	2	3.50/2.45	88	88	86	395	50	0	0	0	0	0	0
12-23 April 1999	20	0	5	15	2	7.40/6.10	75	75	62	830	33	0	0	0	0	0	67
26 January-6 February 1998	18	0	3	15	0	5.15/4.25	83	83	65	580	0	0	0	0	0	0	0
Commission on Sustainable Development																	
eighth session, 24 April-5 May 2000	35	5	4	36	3	11.35/3.25	103	74	85	900	86	7.1	0	7.1	0	0	0
seventh session, 19-30 April 1999	30	4	2	32	1	6.25/6.25	107	80	84	770	73	3	0	3	0	9	6
20 April-1 May 1998	38	5	8	35	5	13.15/4.05	92	66	80	1040	35	4	19	8	8	4	22
General Assembly, Fifth Committee,																	
fifty-fifth session, 2000	178	20	24	172	18	41.45/33.25	97	75	84	4510	NA						
fifty-fourth session, 1999	174	12	29	157	2	24.20/10.25	90	76	79	2085	NA						
fifty-third session, 1998	128	10	8	130	3	17.10/16.55	102	86	88	2045	NA						
Committee on Conferences, 7-11 August 2000	6	0	1	5	1	0.50/3.05	83	83	83	180	22	0	0	0	0	33	44
30 August-3 September 1999	6	1	0	7	0	0.15/0.05	117	83	98	20	40	0	6	6	0	24	24
1-4 September 1998	8	0	1	7	1	1.00/0.45	88	88	93	105	11	33	0	0	45	11	0
UNDP/UNFPA – Executive Board, second regular session, 3-7 April 2000	10	0	0	10	0	4.00/1.00	100	100	83	300	0	0	15	0	12	42	31
second regular session, 12-16 April 1999	10	0	1	9	0	2.05/1.15	90	90	79	200	0	17	17	50	8	8	0

	A	B	C	D	E	F	MR	PAF	UF MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
second regular session, 20-24 April 1998	10	0	0	10	0	2.25/0.35	100	100	90	180	6	0	0	19	50	6	19
Advisory Committee on Administrative and Budgetary Questions (ACABQ)																	
1 February-31 March 2000	57	0	12	45	9	1.40/18.20	79	79	83	1200	NA						
2 February-26 March 1999	75	0	9	66	4	2.45/31.50	88	88	78	2075	NA						
3 February-27 March 1998	75	0	11	64	2	4.10/34.15	85	85	71	2305	NA						
Commission on the Status of Women																	
forty-fourth session, 28 February-2 March 2000	8	0	0	8	0	2.40/1.40	100	100	82	260	0	0	0	10	0	10	80
forty-third session, 1-19 March 1999	30	7	1	36	1	13.50/6.40	120	73	82	1230	6	6	6	0	33	22	27
forty-second session, 2-13 May 1998	20	5	0	25	0	7.05/2.15	125	75	88	560	7	0	0	7	26	22	30
Commission for Social Development, thirty-eighth session, 8-17 February 2000	19	10	1	29	0	11.05/3.35	153	42	80	880	0	0	0	33	0	67	0
thirty-seventh session, 9-19 February 1999	16	0	0	16	0	5.55/5.55	100	100	75	710	5	0	9	4	17	17	48
thirty-sixth session, 10-20 February 1998	16	0	0	16	0	8.15/3.55	100	100	75	730	10	10	0	15	50	5	10
United Nations Children's Fund (UNICEF), Executive Board																	
first regular session, 31 January-4 February 2000	10	0	3	7	2	1.35/1.40	70	70	79	195	0	0	0	50	25	17	8.3
first regular session, 19-22 January 1999	8	0	1	7	1	2.00/1.50	88	88	87	180	0	4	8	32	12	16	24
first regular session, 26-30 January 1998	8	0	1	7	1	1.20/0.05	88	88	94	85	0	7	7	4	36	25	18

	A	B	C	D	E	F	MR	PAF	UF MINUTES	CI	AI Issued by end of week					
											6	5	4	3	2	1
Committee on Non-Governmental Organizations																
12-23 June 2000	20	0	1	19	1	11.35/0.55	95	95	79	750	25	6.3	38	6.3	0	0	25
1-18 June 1999	30	3	2	31	1	17.20/0.50	103	83	79	1090	0	5	0	16	16	26	11
18-29 May 1998 (split session)	18	0	1	17	0	8.35/3.30	94	94	72	725	0	0	0	0	0	17	50
22-26 June 1998 (split session)	10	0	0	10	0	5.20/0.10	100	100	82	330	63	11	5.3	16	0	5.3	0
UNICEF, Executive Board																
annual session, 22-26 May 2000	10	0	2	8	1	2.05/1.45	80	80	78	210	0	59	0	0	59	12	65
annual session, 7-11 June 1999	10	0	0	10	0	3.05/2.00	100	100	83	305	0	8	0	0	0	34	58
annual session, 1-5 June 1998	10	0	1	9	0	2.15/2.35	90	90	74	290	29	0	0	0	43	14	14
UNDP/UNFPA, Executive Board																
first regular session, 17-28 January 2000	11	1	0	12	0	4.25/3.30	109	91	78	475	0	0	0	0	13	40	33
first regular session, 25-29 January 1999	9	0	0	9	0	2.10/3.00	100	100	81	310	6	38	31	6	6	13	0
first regular session, 19-23 January 1998	10	0	0	10	0	1.55/0.00	100	100	94	115	0	0	4	22	9	39	26
General Assembly, Sixth Committee, fifth-fifth session, 2000	91	1	12	69	11	23.50/34.20	75	86	78	3490	NA						
fifth-fourth session, 1999	66	4	6	64	3	22.50/12.10	97	85	79	2100	NA						
fifty-third session, 1998	67	8	6	69	3	20.30/29.35	103	79	74	3005	NA						
UNICEF, Executive Board																
second regular session, 18-22 September 2000	6	0	1	5	0	1.15/0	83	83	76	75	0	0	2.4	4.8	14	2.4	76
second regular session, 6-10 September 1999	8	0	1	7	1	3.05/.05	88	88	87	190	3	0	3	11	44	28	11
second regular session, 8-11 September 1998	8	0	1	7	1	2.05/2.00	88	88	83	245	7	0	2	23	7	21	37
ACABQ																
5 September-22 December 2000	153	3	24	132	17	18.00/72.10	86	82	76	5410	NA						
13 September-17 December 1999	138	0	37	101	21	7.55/44.50	73	73	76	3165	NA						
1 September-18 December 1998	156	0	45	111	29	7.25/65.00	71	71	74	4345	NA						

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
Committee on Contributions, sixtieth session, 5-30 June 2000	40	1	12	29	6	8.10/2.50	73	68	76	660	25	0	13	25	0	0	38
fifty-ninth session, 7-25 June 1999	30	0	10	20	6	4.45/4.45	67	67	76	570	0	0	10	20	0	50	20
fifty-eighth session, 8-26 June 1998	22	0	3	19	1	3.05/7.05	86	86	76	610	20	0	0	0	0	40	20
Committee on Information, twenty-second session, 1-12 May 2000	20	0	9	11	7	4.10/5.05	55	55	75	549	20	0	30	0	10	20	20
twenty-first session, 3-14 May 1999	20	0	6	14	4	4.25/4.15	70	70	76	520	22	11	0	0	11	0	33
twentieth session, 4-15 May 1998	19	0	7	12	5	6.50/7.00	63	63	65	830	25	0	25	0	25	0	25
General Assembly, Second Committee																	
fifty-fifth session, 2000	85	2	30	57	20	15.45/25.15	66	62	73	2460	NA						
fifty-fourth session, 1999	70	18	9	79	4	23.50/40.30	113	61	70	3860	NA						
fifty-third session, 1998	77	3	20	60	14	12.25/25.35	78	70	77	2280	NA						
Economic and Social Council, substantive session																	
5 July – 1 August 2000 (New York)	46	2	7	40	2	11.05/13.00	87	80	73	1445	15	6.8	3.4	8.5	1.7	15	6.8
5-30 July 1999 (Geneva)	80	2	22	60	0	18.35/20.55	75	70	57	2370	0	0	0	0	0	13	25
6-31 July 1998 (New York)	70	5	16	59	9	14.30/14.25	84	70	78	1735	14	3	3	3	13	17	19
General Assembly, First Committee																	
fifty-fifth session, 2000	34	1	5	30	1	6.45/15.35	85	82	67	1340	NA						
fifty-fourth session, 1999	34	0	6	28	6	5.20/26.25	82	82	69	1905	NA						
fifty-third session, 1998	34	2	4	32	2	3.20/17.35	94	82	75	1255	NA						
General Assembly, Third Committee, fifty-fifth session, 2000	67	4	13	58	5	13.25/34.05	85	75	66	2850	NA						
fifty-fourth session, 1999	56	6	2	60	2	13.30/30.10	107	86	77	2620	NA						
fifty-third session, 1998	63	6	11	58	8	14.10/23.25	92	73	77	2255	NA						
ACABQ																	
2-26 May 2000	37	0	13	22	5	1.55/13.05	59	65	65	900	NA						
4 May-16 July 1999	103	2	10	95	3	3.55/32.35	92	88	82	2190	NA						
4-22 May 1998	29	0	8	21	4	1.30/13.30	72	72	69	900	NA						

	A	B	C	D	E	F	MR	PAF	UE MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
Disarmament Commission, 26 June-7 July 2000	18	1	2	17	0	7.15/7.05	94	83	64	860	0	0	0	0	0	33
12-30 April 1999	51	1	4	48	0	23.05/30.35	94	90	58	3220	0	0	0	100	0	0	0
6-28 April 1998	52	0	8	44	6	16.50/22.10	85	85	71	2340	50	0	0	0	0	50	0
General Assembly, Special Political and Decolonization Committee, (Fourth Committee), fifty-fifth session, 2000	34	3	7	30	2	4.35/22.30	85	59	62	1625	NA						
fifty-fourth session, 1999	30	1	4	27	3	5.40/15.40	90	83	74	1280	NA						
fifty-third session, 1998	30	0	6	24	5	3.25/14.40	80	80	77	1085	NA						
Committee for Programme and Coordination, organizational session 2 May 2000	1	0	0	1	0	0.15/1.10	100	100	53	85	20	0	0	0	0	40	40
Commission on Population and Development																	
thirty-third session, 27-31 March 2000	10	0	3	7	0	2.00/4.25	70	70	49	385	0	0	0	0	0	0	0
thirty-second session, 22 March-2 April 1999	16	5	0	21	0	4.55/2.35	131	69	88	450	46	15	15	0	8	8	8
thirty-first session, 23-27 February 1998	10	0	2	8	1	1.50/1.40	80	80	78	210	9	64	18	0	0	0	9
Economic and Social Council, resumed organizational session, 3-4 May 2000	4	0	2	2	0	0.30/0.55	50	50	40	75	28	5.6	5.6	22	11	5.6	5.6
resumed organizational session, 6-7 May 1999	4	0	1	3	1	0.25/0.00	75	75	97	25	11	0	11	28	6	22	22
resumed organizational session, 7-8 May 1998	4	0	3	1	1	0.20/0.00	25	25	47	20	0	0	5	9	9	14	45
Economic and Social Council, organizational session, 1-4 February 2000	7	0	4	3	1	0.55/3.40	43	43	35	275	0	0	0	0	0	40	0
organizational session, 2-5 February 1999	8	1	3	6	2	1.00/3.45	75	50	71	285	33	17	9	0	17	9	17
organizational session, 3-6 February 1998	8	0	4	4	2	1.00/1.55	50	50	63	175	0	0	0	0	34	34	32

B. Geneva

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
International Law Commission, fifty-second session (first part), 1 May-9 June 2000	46	0	0	46	0	2.30/5.20	100	100	94	470	0	0	0	0	0	0	0
fifty-second session (second part), 10 July-18 August 2000	48	1	0	49	0	1.55/4.40	102	98	96	395	0	0	0	0	0	0	50
fifty-first session, 3 May-23 July 1999	92	0	0	92	0	4.05/2.25	100	100	98	390							
fiftieth session, 20 April-12 June 1998	63	0	2	61	0	5.30/5.20	97	97	91	650							
Committee on the Rights of the Child, twenty-third session, 10-28 January 2000	30	0	1	29	0	2.05/0.25	97	97	94	150	73	0	0	7	0	13	7
twentieth session, 11-29 January 1999	28	0	2	26	0	2.50/1.35	93	93	88	265	0	12	18	50	0	20	0
seventeenth session, 5-23 January 1998	30	0	3	27	0	3.50/5.50	90	90	80	580	21	0	0	31	48	0	0
Committee on Economic, Social and Cultural Rights, extraordinary session 14 August-1 September 2000	20	0	0	20	0	0.50/3.05	100	98	93	235	38	15	15	4	0	0	4
Committee on the Elimination of Racial Discrimination, fifty-sixth session, 6-24 March 2000	28	0	0	28	0	4.10/1.40	100	100	93	350	54	29	3	3	3	6	3
fifty-fourth session, 1-19 March 1999	30	0	1	29	0	4.55/2.10	97	97	89	425	48	19	7	7	0	19	0
fifty-second session, 2-20 March 1998	30	0	0	30	0	3.40/2.05	100	100	94	345	49	9	0	15	0	0	27
Sub-Commission on the Promotion and Protection of Human Rights, fifty-second session, 31 July-18 August 2000	30	3	1	32	0	3.20/0.35	107	90	93	235	12	5	4	10	3	7	15
fifty-first session, 2-27 August 1999	40	1	3	38	0	1.55/2.20	95	90	89	255							
fiftieth session, 3-28 August 1998	40	1	4	37	0	3.05/7.30	93	93	84	635							
Committee on Economic, Social and Cultural Rights, extraordinary session, 14 August-1 September 2000	20	0	0	20	0	0.50/3.05	100	98	93	235	38	15	15	4	0	0	4

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week					
												6	5	4	3	2	1
Human Rights Committee, sixty-ninth session, 10-28 July 2000	30	3	1	32	0	3.30/1.55	107	87	91	325	59	0	0	0	6	0	6
sixty-sixth session, 12-30 July 1999	30	3	1	32	0	3.10/6.50	107	87	87	600	7	0	4	16	21	31	21
sixty-third session, 13-31 July 1998	30	0	1	29	0	3.40/0.10	97	97	93	230	92	0	2	0	1	3	2
Committee on the Rights of the Child, twenty-fourth session, 15 May-2 June 2000	28	0	2	26	0	1.30/1.15	93	93	90	165	79	0	3	6	3	0	3
twenty-first session, 17 May-4 June 1999	28	0	3	25	0	1.05/4.40	89	89	82	345	39	25	0	0	0	0	36
eighteenth session, 18 May-5 June 1998	26	0	1	25	0	2.00/2.10	96	96	91	250	100	0	0	0	0	0	0
Human Rights Committee, seventieth session, 16 October-3 November 2000	30	0	1	29	0	5.20/2.25	93	93	88	465	24	4	4	4	4	20	28
sixty-seventh session, 18 October-5 November 1999	30	0	1	29	0	3.35/0.30	97	97	92	245	5	0	0	8	14	2	71
sixty-fourth session, 19 October-6 November 1998	30	0	1	29	0	4.55/0.20	97	97	91	315	75	25	0	0	0	0	0
Committee on the Rights of the Child, twenty-fifth session, 18 September-6 October 2000	32	0	2	30	0	1.40/4.30	94	94	88	370	70	9	4	4	4	4	4
twenty-second session, 20 September-1 October 1999 and Special Meeting, 30 September-1 October 1999	36	0	1	35	0	4.15/9.20	97	97	92	815	100	0	0	0	0	0	0
nineteenth session, 21 September-9 October 1998	30	0	2	28	0	2.25/2.40	93	93	88	305	100	0	0	0	0	0	0
Committee on Economic, Social and Cultural Rights, twenty-second session, 22 April-12 May 2000	28	0	2	26	0	3.10/5.00	93	93	87	490	56	8	8	12	8	4	0
twentieth session, 26 April-14 May 1999	28	0	1	27	0	2.30/7.05	96	96	85	575	19	0	0	0	81	0	0
eighteenth session, 27 April-15 May 1998	30	0	2	28	0	3.25/1.05	93	93	89	270	100	0	0	0	0	0	0

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
Committee on Economic, Social and Cultural Rights, twenty-third session, 13 November-1 December 2000	30	0	1	29	0	3.25/5.55	97	97	86	560	17	8	0	29	17	13	17
twenty-first session, 15 November-3 December 1999	30	0	1	29	0	3.55/1.20	97	97	91	315	0	0	0	0	0	0	100
nineteenth session, 16 November-4 December 1998	30	0	1	29	0	3.55/1.05	97	97	91	300	0	0	0	0	0	0	0
Committee Against Torture, twenty-fourth session, 1-19 May 2000	30	0	1	29	0	1.30/11.10	93	93	86	760	46	0	4	2	7	9	7
twenty-second session, 22 April-14 May 1999	28	0	1	27	0	1.50/14.55	96	96	76	1 005	0	0	0	27	37	36	0
twentieth session, 4 April-22 May 1998	28	0	1	27	0	4.10/11.35	96	96	78	945	41	43	0	7	0	9	0
Committee on the Elimination of Racial Discrimination, fifty-seventh session, 31 July-25 August 2000	40	0	1	39	0	7.50/7.15	98	98	85	905	39	0	0	0	13	4	17
fifty-fifth session, 2-27 August 1999	40	0	1	39	0	3.40/5.20	97	97	90	30	1	0	9	0	70	3	17
fifty-third session, 3-21 August 1998	30	0	1	39	0	5.20/3.40	97	97	87	540	79	1	6	0	4	10	0
Commission on Human Rights, fifty-sixth session, 20 March-28 April 2000	56	18	4	70	0	9.30/11.20	132	61	85	1250	29	4	15	21	3	5	4
fifty-fifth session, 22 March-30 April 1999	54	26	4	76	0	4.00/8.25	140	45	90	745	30	0	13	0	23	12	22
fifty-fourth session, 16 March-24 April 1998	54	12	2	64	0	2.20/7.35	118	74	92	595	66	23	0	7	2	2	0
Commission on Human Rights, fourth extraordinary session, 1999	8	0	2	6	0	0.30/7.25	75	75	42	475							
Economic and Social Council - Subcommittee of Experts on the Transport of Dangerous Goods, 3-12 July 2000	16	0	1	16	0	0.30/4.30	94	94	85	300	81	15	4	0	0	0	0
5-16 July 1999	20	0	6	14	0	0.15/0.20	70	70	69	35	21	23	11	0	0	46	0
29 June-10 July 1998	10	0	0	10	0	0.00/1.00	100	100	97	1	0	22	0	0	54	11	13
6-15 December 1999	16	0	1	15	0	0.15/1.45	94	94	90	120							

	A	B	C	D	E	F	MR	PAF	I/E	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
United Nations Conference on Trade and Development (UNCTAD), Trade and Development Board, forty-seventh session, 9-20 October 2000	22	0	1	21	0	7.25/5.05	95	95	83	750	17	8	0	0	42	17	17
forty-sixth session, 18-29 October 1999	20	2	0	22	0	6.15/5.30	110	90	82	705	0	0	0	0	0	23	77
forty-fifth session, 12-23 October 1998	20	4	0	24	0	3.40/5.20	120	80	88	540	98	0	0	0	0	2	0
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and other Arabs of the Occupied Territories, 14 March 2000	0	2	0	2	0	0.40/0.30	100	100	83	70	0	0	0	0	0	0	0
2-4 March 1998	6	0	1	5	0	0.40/3.05	83	83	64	225	0	60	0	40	0	0	0
17-20 August 1999	8	0	0	8	0	1.30/8.10	100	100	60	620							
21 July 1998	1	0	0	1	0	0.10/0.00	100	100	97	10							
Economic and Social Council - Committee of Experts on the Transport of Dangerous Goods, 4-13 December 2000	16	0	1	15	0	1.05/4.40	94	94	82	345	27	0	0	7	20	40	7
6-15 December 1999	16	0	1	15	0	0.15/1.45	94	94	90	120	3	6	42	40	0	9	0
7-16 December 1998	16	0	1	15	0	0.10/1.30	94	94	91	100							
Committee Against Torture, twenty-fifth session, 13-24 November 2000	20	0	2	18	0	1.00/5.40	90	90	79	400	29	5	0	0	10	5	29
twenty-third session, 8-19 November 1999	20	0	1	19	0	1.35/9.35	95	95	76	670	0	0	0	78	22	0	0
twenty-first session, 9-20 November 1998	20	0	1	19	0	1.35/5.35	95	95	83	430	20	0	0	0	6	0	74
Sub-Commission on the Promotion and Protection of Human Rights — Working Group on Indigenous Populations, eighteenth session, 24-28 July 2000	10	1	1	10	0	1.35/1.05	100	83	71	160	17	0	33	33	0	17	0
seventeenth session, 27-31 July 1999	10	0	0	10	0	3.00/3.35	100	100	78	395	0	1	2	17	74	0	5

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
sixteenth session, 27-31 July 1998	10	3	0	13	0	4.10/2.50	130	70	82	420	0	0	0	0	0	0	0
fifteenth session, 28 July-1 August 1998	10	3	1	12	0	1.35/5.40	120	60	81	435	100	0	0	0	0	0	0
Executive Committee of the High Commissioner's Programme, fifty-first session, 2-6 October 2000	11	0	1	10	0	1.55/6.40	91	91	65	515	14	14	0	14	14	0	0
fiftieth session, 4-8 October 1999	11	0	2	9	0	1.30/3.00	82	82	68	270							
forty-ninth session, 4-8 October 1998	11	0	1	10	0	2.30/4.45	91	91	68	435							
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories, 17 May 2000	2	0	1	1	0	0.40/1.20	50	50	17	120.00	0	0	0	0	0	0	100
31 May-1 June 1999	4	0	2	2	0	0.20/1.20	50	50	36	100.00							
17-20 August 1999	8	0	0	8	0	1.30/8.10	100	100	60	580.00	0	0	0	0	0	0	0
2-4 March 1998	6	0	1	5	0	0.40/3.05	83	83	64	225.00	0	60	0	40	0	0	0

C. Vienna

	A	B	C	D	E	F	MR	PAE	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
International Narcotics Control Board, sixty-ninth session, 1-17 November 2000	26	0	0	26	0	0.55/0.00	100	100	100	55	9	3	4	4	16	15	17
sixty-seventh session, 1-18 November 1999	28	0	0	28	0	1.25/0.00	100	100	98	85	13	1	4	7	7	21	23
sixty-fifth session, 2-19 November 1998	28	0	0	28	0	0.50/0.00	100	100	99	50	0	0	3	8	6	22	36
United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR), forty-ninth session, 2-11 May 2000	16	0	0	16	0	0.05/0.15	100	100	100	20	53	30	0	0	12	0	0
forty-eighth session, 12-16 April 1999	10	0	0	10	0	0.0/2.55	100	100	90	175	54	8	15	15	0	0	8
forty-seventh session, 25-29 May 1998	10	0	1	9	0	0.05/0.30	90	90	88	35	60	10	20	0	0	0	10
International Narcotics Control Board, sixty-eighth session, 15-26 May 2000	20	0	0	20	0	0.55/0.45	100	100	95	100	2	9	16	7	7	19	14
sixty-sixth session, 10-21 May 1999	20	0	0	20	0	0.35/0.55	100	100	98	90	16	5	8	18	3	16	29
sixty-fourth session, 18-29 May 1998	20	0	0	20	0	0.25/1.10	100	100	97	95	5	7	5	18	14	17	27
UNCITRAL – Working Group on Arbitration, thirty-third session, 20 November-1 December 2000	20	0	1	19	0	2.55/1.05	95	95	90	240	39	11	6	23	11	6	0
thirty-second session, 20-31 March 2000	18	0	1	17	0	3.30/2.00	94	94	83	330	56	17	6	11	0	5	5
UNCITRAL – Working Group on International Contract Practices, twenty-third session,* 11-22 December 2000	18	0	1	17	0	03.20/01.05	94	94	89	265	100	0	0	0	0	0	0
thirty-first session, 11-22 October 1999	18	0	1	17	0	2.00/0.40	94	94	90	160	54	8	4	4	8	0	4
thirtieth session, 1-12 March 1999 (New York)	18	0	1	17	1	3.00/0	94	94	94	180	100	0	0	0	0	0	0

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week 6	5	4	3	2	1
2-13 March 1998 (New York)	18	0	1	17	1	2.40/0.00	94	94	95	160	58	0	25	0	17	0	0
5-16 October 1998	18	0	1	17	0	1.50/0.30	94	94	90	240	NA						
UNCITRAL Working Group on Electronic Commerce, thirty-seventh session, 18-29 September 2000	18	0	1	17	0	1.40/1.00	94	94	89	160	33	0	6	6	5	22	28
thirty-fifth session, 6-17 September 1999	18	0	1	17	0	3.00/0.30	94	94	89	210	69	8	8	8	7	0	0
Committee on the Peaceful Uses of Outer Space – Scientific and Technical Subcommittee, thirty-seventh session, 7-18 February 2000	20	0	1	19	0	4.40/3.50	95	95	80	510	0	0	0	0	4	57	19
thirty-sixth session, 22-26 February 1999	10	1	0	11	0	3.05/0.40	110	90	89	225	7	4	8	14	17	29	7
thirty-fifth session, 9-20 February 1998	19	0	1	18	0	5.30/3.55	95	95	80	565	5	9	9	7	10	19	12
Commission on Narcotic Drugs, forty-third session, 6-15 March 2000	16	0	2	14	0	5.50/4.00	88	88	69	590	5	20	20	35	5	15	0
forty-second session, 16-25 March 1999	16	0	1	15	0	4.55/1.25	94	94	81	380	22	6	1	8	10	13	26
forty-first session, 11-13 March 1998	6	0	0	6	0	1.50/1.56	100	100	83	226	6	0	9	11	9	23	32
Commission on Narcotic Drugs, forty-second session, Committee of the Whole, 17-22 March 1999	4	0	0	4	0	2.10/2.00	100	100	65	250	22	6	1	8	10	13	26
forty-first session, 16-20 March 1998	10	2	0	12	0	3.50/0.40	120	80	92	270	2	6	1	20	35	18	18
Committee on the Peaceful Uses of Outer Space, forty-third session, 7-16 June 2000	14	0	0	14	0	3.45/11.30	100	100	64	915	17	0	17	17	8	8	3
forty-second session, 14-16 July 1999	6	0	0	6	0	1.55/0.50	100	100	85	165	39	0	3	10	29	0	0
forty-first session, 3-12 June 1998	16	0	0	16	0	4.30/2.20	100	100	85	410	76	0	0	0	0	2	22

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI Issued by end of week					
												6	5	4	3	2	1
Committee on the Peaceful Uses of Outer Space, Legal Subcommittee, thirty-ninth session, 27 March-7 April 2000	20	0	3	17	0	4.40/13.55	85	85	55	1 115	32	11	16	11	0	0	0
thirty-eighth session, 1-5 March 1999	10	0	1	9	0	2.55/2.50	90	90	71	345	0	0	0	0	0	43	29
thirty-seventh session, 23 March-3 April 1998	20	0	0	13	0	4.35/6.35	65	100	81	670	13	0	0	7	33	7	40
Commission on Crime Prevention and Criminal Justice, ninth session 18-20 April 2000	6	0	2	4	0	1.45/1.05	67	67	50	170	11	5	4	5	5	25	18
eighth session, 27 April-6 May 1999	16	0	0	16	0	4.25/8.30	100	100	73	775	2	11	3	2	3	16	20
seventh session, 21-30 April 1998	16	0	1	15	0	4.40/4.40	94	94	75	560	6	6	4	5	2	5	44

• UNCITRAL Working Groups were renumbered. ICP was originally WG.II and has been changed to WG.V, formerly called "Receivables Financing" (hence the different session number).

D. Nairobi

	A	B	C	D	E	F	MR	PAF	UF	MINUTES	CI	AI issued by end of week					
												6	5	4	3	2	1
United Nations Environment Programme (UNEP) Governing Council, Special session, 29-31 May 2000	4	0	0	4	0	0	100	100	**100**	0	60						
Special session, 20-22 May 1998	6	0	0	6	0	4.22	100	100	76	262							
First substantive session of the preparatory committee for the special session of the General Assembly for an overall review and appraisal of the implementation of the outcome of the United Nations Conference on Human Settlements (Habitat II) 8-12 May 2000	10	0	0	10	0	0	100	100	**100**	0	65						
Organizational session of the preparatory committee for the special session of the General Assembly for an overall review and appraisal of the implementation of the outcome of the United Nations Conference on Human Settlements (Habitat II) 13-14 May 1999	6	0	0	6	0	1.25	100	100	**93**	85	67	13	0	0	0	2	0
UNEP Governing Council, twentieth session 1-5 February 1999	10	3	0	13	0	6.50	130	70	**82**	410	58						
Commission on Human Settlements, seventeenth session, 5-12 May 1999	21	4	0	25	0	12.30	1.19	170	**76**	750	68	98	1	14	.66	4	1

Annex II

Analysis of the statistics

1. The overall utilization factor for 2000 was 81 per cent. This figure is computed by totalling the data in the six columns for all bodies in the four locations and treating them as if they reflected a single body, as follows:

Duty station	*A*	*B*	*C*	*D*	*E*	*F (minutes)*	*1998 UF*	*1999 UF*	*2000 UF*
New York	1 469	94	291	1 253	172	38 989	77	79	79
Geneva	603	28	25	607	0	9 785	87	84	87
Vienna	212	0	12	200	0	4 470	88	88	83
Nairobi	14	0	0	14	0	0		84	100
	2 298	**122**	**328**	**2 074**	**172**	**53 244**	**81**	**81**	**81**

2. The overall utilization factor for 2000, 81 per cent, is the same as it was in 1999 and 1998. New York remained the same, while Geneva increased by three percentage points, and Vienna showed a decrease of five percentage points. However, this was offset by a 16-percentage-point increase over 1999 at Nairobi.

3. The utilization factors for the bodies in the sample for the period from 1998 to 2000 are presented below in tabular form for purposes of comparison:

Utilization factor (percentage)	*Number of sessions*		
	1998	*1999*	*2000*
0-19	-	-	1
20-29	1	-	-
30-39	-	-	1
40-49	2	-	3
50-59	2	-	3
60-69	8	7	8
70-79	24	22	13
80-100	46	42	48
Total number	**82**	**71**	**77**

4. As to compliance with the benchmark, in 1998 and 1999, 56 per cent and 59 per cent of the bodies, respectively, showed a utilization factor of 80 per cent or higher. In 2000, 62 per cent of the bodies in the sample utilized their available conference-servicing resources on or above the benchmark.

5. The following is a breakdown of the meeting ratios of the bodies in the sample for 2000:

Percentage	*Number of sessions*
10-19	-
20-29	-
30-39	-
40-49	1
50-59	4
60-69	4
70-79	6
80-89	14
90-100+	48
Total	77

6. Thus, in 2000, 81 per cent of the bodies in the sample had meeting ratios above 80 per cent.

7. The following is a breakdown of the planning accuracy factors of the bodies in the sample for 2000:

Percentage	*Number of sessions*
0-39	1
40-49	3
50-59	4
60-69	6
70-79	8
80-89	14
90-100	41
Total	77

8. Thus, in 2000, 71 per cent of the bodies had planning accuracy factors above 80 per cent.